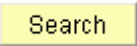




Leave of Absence with Pay (Administrative Leave)

An employee may be placed on leave with pay (administrative leave) because the employee is relieved of duties with pay pending an investigation, job injury, health reasons, military leave for training, or sabbatical. See K.A.R. 1-2-74 and 1-9-19

How To: Enter a Leave of Absence with Pay for an employee.

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
Expected Results:	Job Data search page displays.
STEP 2:	Enter the Employee ID in the EmplID field. Click 
Expected Results:	Work Location page displays.
STEP 3:	Click  to add a row.
Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
STEP 4:	Change the Effective Date to the date of the Leave of Absence.
Expected Results:	The field updates after tabbing out or clicking on another field.
STEP 5:	Select Paid Leave of Absence from the drop down list in the Action field.
Expected Results:	Paid Leave of Absence displays in the Action field and the Reason field becomes blank. HR Status remains Active and Payroll Status changes to Leave with Pay
STEP 6:	Select the appropriate Reason from the drop down list next to the Reason field.
Expected Results:	Reason displays.
STEP 7:	Click 
Expected Results:	